

**FLEET OPERATIONS SPECIALIST***Class Definition*

Under general supervision, performs specialized work in the development of fleet vehicle and equipment specifications, coordinates acquisition schedule and completes other technical administrative and operational work such as the monitoring and reporting of government mandated programs, and other related statistical analysis.

*Distinguishing Characteristics*

The Fleet Operations Specialist is a single position class performing journey level work related to the purchase, operation, and statistical analysis of fleet equipment. The incumbent must exercise considerable independent judgement in identifying and recommending the implementation of cost savings and efficiency measures related to fleet equipment purchase and operation. This class differs from mechanic classes in that incumbents of the latter are primarily responsible for hands on equipment maintenance and repair work. This class differs from Fleet Administration Supervisor in that the incumbent of the latter is responsible for the more complex administrative duties, and plans and supervises the administrative support functions of the Fleet Management Division.

*Typical Tasks*

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Reviews vehicle and equipment needs of departments; drafts requirements specifications formatted for the bidding and acquisition of vehicles and equipment.

Corresponds and maintains liaison with equipment suppliers, inspects bids submitted, recommends acquisition, and ensures manufacturer's compliance.

Conducts fleet life cycle analysis in determining fleet replacement schedule; appropriate rental rates; and conducts other studies to institute optimum efficiency and effectiveness measures.

Inputs, updates, retrieves and verifies a variety of information using a word processor or computer terminal; provides technical support to Fleet's automated PC-LAN information system; monitors equipment management system and fuel utilization system.

Administers program compliance with federal, state and local mandates; responsible for the accurate and timely reporting to ensure conformance.

Provides staff support in other assignment areas such as budget preparation, special research projects, statistical analysis, and requisition.

Performs related duties as required.

*Knowledge, Abilities, and Skills*

Knowledge of vehicle and equipment specification development and acquisition methods and procedures.

Knowledge of the principles and practices of organization, administration, and management; specifically budget methods and bid/acquisition procedures.

Ability to collect, compile, analyze, and interpret technical and statistical data.

Ability to interpret and apply complex regulations, legislation, and guidelines.

Ability to analyze problems and make appropriate recommendations.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Ability to use a variety of computer business software applications and work stations.

*Minimum Qualifications*

Completion of an Associate of Arts Degree or 60 semester units of course work from an accredited college or university in public administration, business administration, automotive technology, industrial technology or related field; AND, two years of experience in the acquisition and/or maintenance of vehicles and equipment in the automotive industry. Additional qualifying experience may be substituted for the required education on a year-for-year-basis.

*Special Requirement*

Possession of a valid California Driver's License at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Administrative Services

DATE: \_\_\_\_\_